

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
FEBRUARY 8, 2022  
MINUTES

Conducted by Remote Participation

**Call to Order**

Chair Jonathan Gates called the meeting to order at 7:19 p.m. In attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Amy Hampe, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director, as well as one community member. Mr. Gates shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

**Community Time**

There were no comments from community members.

**Approval of December 14 Meeting Minutes (vote)**

Ms. Hampe moved to approve the December 14 Meeting Minutes, Mr. Delmolino seconded the motion. Under Guidance from the Attorney General's office, the Board held a roll call vote. Ms. Calvin voted aye, Ms. Fennelly voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye, Mr. Gates voted aye. The Board approved the minutes.

**Approval of January 11 Meeting Minutes (vote)**

Mr. Delmolino moved to approve the January 11 Meeting Minutes. Ms. Hampe seconded the motion. The Board held a roll call vote. Ms. Calvin voted aye, Ms. Fennelly voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye, Mr. Gates voted aye. The Board approved the minutes.

**FY22 Implementation Plan Revision**

Ms. Nicolay presented the revised FY22 Implementation Plan and discussed the "Results" line under each Strategy. Ms. Nicolay took suggestions for a few minor adjustments, and thanked the board for their assistance with this yearly component of the Strategic Plan.

**Arlington Libraries Foundation and Donor Recognition**

Ms. Calvin shared the presentation she created for the Arlington Libraries Foundation in support of donor recognition and continued fundraising. Ms. Calvin's presentation is the result

of her pro bono independent assessment, and included research into the ALF and other local library foundations as well as recommendations for next steps for the ALF. The Board discussed Ms. Calvin's presentation. Ms. Nicolay thanked Ms. Calvin for going above and beyond her role as ALF trustee liaison to do this assessment.

#### **Draft of Amended Donations, Bequests and Gifts Policy**

Ms. Calvin discussed the amended Donations, Bequests, and Gifts Policy, specifically the Donor Recognition and Naming provisions of the policy. The Board discussed clarification around specific roles in the naming process including the role of the Board and the Select Board, the monetary point at which the Select Board takes an active role in receiving gifts, and creating a template for the "Written Agreement."

#### **Mid-year Report of Trust Liaison**

Mr. Gates discussed the Mid-year Report of Trusts. Ms. Nicolay discussed vendor delays, and how those might impact year-end Trust spending.

#### **Director's Report**

Ms. Nicolay discussed the library's budget request for FY23. Ms. Nicolay discussed Town ARPA funding and opportunities to find support for services for Arlington youth at the library. Ms. Nicolay shared updates on the Fox timeline and potential advocacy efforts for the Trustees to support a debt exclusion for rebuilding the Fox Branch Library.

#### **Youth and Young Adult Commission Study Committee Update**

Mr. Quinlan reported that the Youth and Young Adult Commission Study elected a Chair and is putting forward a request for an extension to the Select board.

#### **Foundation Liaison Update**

Ms. Calvin ceded her time as she shared information during the Foundation in her Arlington Libraries Foundation and Donor Recognition report.

#### **Friends Liaison Updates**

There was no report from the Friends of Fox. Ms. Radochia reported that the Friends of Robbins will be hosting a kids and teens book sale on March 22 and a separate book sale on May 21. The Friends are looking forward to their annual meeting in April and other spring programs.

#### **Communications and Announcements**

Ms. Nicolay shared the Arlington Reads Together list of programs.

**Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting: March 8, 2022**

**Adjournment (vote)**

Mr. Delmolino moved to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Ms. Fennelly voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye, Mr. Gates voted aye. The meeting adjourned at 9:25 p.m.

**Materials Distributed:**

- February 8, 2022 Meeting Agenda
- December 14 Meeting Minutes
- January 11 Meeting Minutes
- FY22 Implementation Plan, Revised
- Draft of Amended Donations, Bequests, and Gifts Policy
- Trust Fund Mid-Year Report with YOY Comparison
- Library Director's January 2022 report with Circulation Report